

DIRECTOR OF CENTRAL INTELLIGENCE  
**Security Committee**

SECOM-D-205

13 May 1980

STATINTL NOTE FOR: [REDACTED]

STATINTL FROM: [REDACTED]  
Executive Secretary

SUBJECT: Briefing Guides

1. Attached is a first cut at a general guide for ops compartments. Perforce it has many blanks.

STATINTL 2. I'm sending it to [REDACTED] for his expert briefers to attack and refine against a 21 May deadline.

3. Should this not be on track or should you have additional input you want incorporated, inform [REDACTED]

STATINTL

25X1 4. If we find ourselves getting wrapped around a tree on this, maybe we can meet with [REDACTED] briefers, someone from [REDACTED] to iron things out.

STATINTL

STATINTL

Attachment

DIRECTOR OF CENTRAL INTELLIGENCE  
**Security Committee**

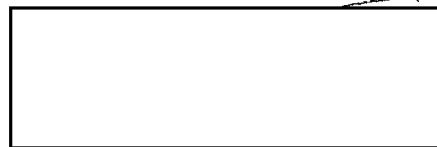
SECOM-D-206

13 May 1980

STATINTL NOTE FOR: [REDACTED]  
STATINTL FROM: [REDACTED]  
Deputy Director for Community Affairs  
SUBJECT: APEX Briefings

1. The DD/CA has been requested by the APEX Control Group to provide as soon as possible APEX briefing guides for Operational Compartments, Operational Subcompartments and the individual Product Compartments.

STATINTL 2. Attached is a first cut at such a guide for Operational Compartments. I would appreciate it if you would have it reviewed, modified or supplemented as desirable, and forwarded to [REDACTED] by 21 May 1980. I would also appreciate it if you would have your experts prepare similar drafts ASAP for subcompartments and each of the four product compartments.



STATINTL

Attachment

DRAFT #1  
13 May 1980

## Guide for Briefers of APEX Operational Compartments

1. Access to APEX Operational Compartments requires, a favorable background investigation to DCID 1/14 standards, a personal briefing of the recipient on what it is he is to protect, and the execution of a nondisclosure agreement.
2. This guide is intended to assist in the personal briefing.
3. The briefing officer should have in his possession and ready to be made available to the individual being provided access:
  - a. A copy of the specific operational project(s) or program(s) descriptive manual about which the recipient is to be briefed so that he will know just what specific information he is to protect and at what level of classification.
  - b. A copy of a nondisclosure agreement along with applicable extracts of Executive Orders and statutes mentioned therein.
  - c. A copy of the APEX Administrative Procedures Handbook, Supplement I to the APEX Security Manual for Government or the corresponding supplement for Industry as appropriate.

4. Legal Counsel has advised that care must be exercised in the presentation of the request for execution of the nondisclosure agreement. It is necessary to:
  - a. Ensure that the recipient reads the text and that he understands it. Ask him if he understands it and if he has any questions. Answer his questions. If you are not able to do so, or if your answers fail to satisfy him, consult your legal counsel.
  - b. Make available for the recipient's review a copy of all statutes mentioned in the non-disclosure agreement if the recipient cares to read them.
  - c. Ensure that all blanks are correctly filled in before the recipient signs the agreement.
  - d. Ensure that the name of the recipient and other identifying data are legible.
  - e. Ensure that the name and other identifying data of the witness are legible.
  - f. Make a copy of the agreement available to the recipient if he wants one.
5. The following text is offered as a guide. It should be expanded as necessary to ensure that the recipient fully understands what it is he is being provided,

what his obligations are to protect the material or information, what the specific material or information is that he is being asked to protect, how he will recognize it, who his continuing point of reference is should he have questions on how to protect the material and how he can determine who is authorized to share the material or information. The recipient should also clearly understand that access to the material or information is a privilege and not a right; and that access will be curtailed at the pleasure of the government. The recipient should also be clearly given to understand that compartmentation access approvals are not clearances - i.e. CONFIDENTIAL clearance, SECRET clearance, TOP SECRET clearance - and that curtailment of access to SCI does not relate to or affect these clearances if they are held for non-APEX reasons.

## Briefing on Access to Operational Compartment

It has been determined that a special access program is desirable to control access, distribution and protection of particularly sensitive information classified pursuant to Executive Order 12065. This information has to do with the collection of intelligence and pertains to intelligence sources and methods. A specific showing has been made that:

- a. normal management and safeguarding procedures are not sufficient to limit need-to-know or access;
- b. the number of persons who will need access will be reasonably small and commensurate with the objective of providing extra protection for the information involved; and
- c. the special access controls balance the need to protect the information against the full spectrum of needs to use the information.

Within the intelligence collection efforts of the government, an operational compartment called \_\_\_\_\_ has been defined and it has been determined that it will be given extra protection in the Special Access Control System called APEX.

The APEX \_\_\_\_\_ (program) (project) is

The sensitive aspects of the APEX \_\_\_\_\_ (program) (project) are:

\_\_\_\_\_ which is classified \_\_\_\_\_  
\_\_\_\_\_ which is classified \_\_\_\_\_  
\_\_\_\_\_ which is classified \_\_\_\_\_  
\_\_\_\_\_ which is classified \_\_\_\_\_

The terms "APEX," "Handle VIA APEX Control System," and "APEX Control Facility" are UNCLASSIFIED.

The term \_\_\_\_\_ which is the codename given this intelligence collection operational program is classified \_\_\_\_\_. It may be used outside of the APEX Control System but you are asked to restrict its use to official purposes only and to use the term primarily only with others who are approved for access to this material or information.

All APEX \_\_\_\_\_ (project) (program) material will be strictly controlled within the APEX Special Access system. It will be covered with an APEX yellow or gray cover sheet that bears the codeword in the center of the page and instructions that the material is not to be made available to anyone not specifically approved for access to APEX \_\_\_\_\_ material.

All APEX \_\_\_\_\_ (program) (project) material will be controlled through a formally accredited APEX Control Facility. It must be stored, used, discussed, and/or processed in this facility.

Your APEX \_\_\_\_\_ facility is located in (give location).

The control of all APEX \_\_\_\_\_ (program) (project) documents in your APEX Control Facility is the responsibility of (Name of person) who is your APEX Control Officer. He may be contacted on (give telephone number). Do not discuss APEX \_\_\_\_\_ (program) (project) control procedures over the telephone. Ask the Control officer to come see you or go see him in the Facility if you have substantive questions.

(If appropriate) Your APEX \_\_\_\_\_ (program) (project) Control officer is assisted by an APEX Security Officer. He is (name) and can be reached on (telephone number)

Either your APEX Control Officer or Apex Security Officer can tell you who else in your office is approved for access to this operational compartment. Do not assume someone is approved for access - check first.

It has been determined that you have a valid need-to-know for some APEX \_\_\_\_\_ (program) (project) information or material in order to contribute to the success of this operational activity. You are being granted access to the necessary material. Just because you have this unique access approval does not mean that you are entitled or will

be provided automatic access to all material protected in this compartment. Your assistance is requested in this regard. Please exercise self discipline. Do not seek more information about this program than you need.

Access to this program is a privilege, not a right. You should not confuse access to (\_\_\_\_\_) (program) (project) with clearances. There is no relationship with any determination that for other purposes you may require or hold a CONFIDENTIAL, SECRET or TOP SECRET clearance.

Your need for access to \_\_\_\_\_ material has been a separate determination. When it is determined that your access is no longer needed, it will be cancelled by proper authority. It will be cancelled automatically when the program or project terminates or enters a different phase. Such termination of access do not relate to or affect any clearance you hold or may hold in the future.

As a condition for access to APEX \_\_\_\_\_ (program) (project) material or information you are required to agree not to reveal this information to anyone who is not also approved for access to the same material or information, and to agree to certain other conditions which are set forth in the nondisclosure agreement.

I ask you to read this agreement carefully and to let me know now if there is anything you do not understand.

I will try to answer any question you have, and get answers for you if I do not have sufficient information to satisfy your needs.

I also have available for your review applicable sections of the U.S. Code and Executive Orders and will answer any question you have on them or obtain legal counsel to do so for you.

If you wish I will leave a copy of the agreement with you.

Once you have read this agreement and are satisfied that you understand its impact and terms, I will ask you to sign it legibly and provide other identification data requested.